

CALIFORNIA EDUCATION FACILITIES
AUTHORITY

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The Academic Assistance Program Overview and Instructions

Academic Assistance Program for Private
Colleges and Universities to Expand
Outreach Opportunities

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**California Educational Facilities Authority
Academic Assistance Program
Overview & Instructions for Grant Application**

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I. Overview and Instructions for Academic Assistance Grant Program Application

Program Overview

Pursuant to the California Educational Facilities Authority Act, the California Educational Facilities Authority (CEFA) is authorized to administer the CEFA Academic Assistance Program, a one-time, \$2 million grant program for eligible academic assistance programs.

What Does the Act Require?

The California Educational Facilities Authority Act requires CEFA to develop criteria and a process for the awarding of grants in consultation with representatives of private colleges, qualified schools and other appropriate parties. The criteria includes the following:

1. The extent to which a program provides academic assistance, guidance in college admissions, or expands postsecondary opportunities for low and very-low income students.
2. The extent to which an existing program has been successful, or the extent to which a new program is feasible, ready, and well structured.
3. The extent to which the program will serve areas not currently being served.
4. The extent of applicant's commitment to providing need-based financial assistance to its students and the extent to which the applicant has committed its own funds, or funds obtained from other sources, to the program.

Once grants are awarded, the Act requires funded programs to be implemented within a reasonable time, as determined by CEFA. CEFA is required to annually report to the Joint Legislative Budget Committee as to where the money was spent, the total amount of each grant, and the purpose for which each grant was awarded.

The Application

Application Form

The application consists of pages 1-9, with Attachments A – C. Applicants shall submit a complete application with corresponding Attachments, as necessary.

Submission Dates

Applications will be accepted until_____.
Each eligible applicant may apply only once.

Section A – Summary Information

Please complete Section A of the application. It is particularly important to list a contact person familiar with the application in the event the Authority staff needs to contact you.

Maximum Grant Requests

- The Authority will accept grant requests up to \$250,000 from eligible applicants. An applicant may be a private college or a group of private colleges.
- The Authority will not award grant requests exceeding the actual expenditures of the existing program, except that this amount may be awarded in each of three years for a maximum of \$250,000

Section B – Applicant and Project Eligibility

General Eligibility Requirements:

- ◆ Qualified applicants are:

A private, non-profit college/university situated in the State of California.

Accredited by the Western Association of Schools & Colleges (“WASC”) or a similarly recognized organization that provides regional accreditation.

Not pervasively sectarian

Able to submit three years audited financials.

The focus of students to be served are from comprehensive schools that are located in low-income areas.

- ◆ Grant funds may be used to:

1. Provide academic assistance, such as academic enrichment or mentoring programs for low and very low-income students.
2. Provide guidance in college admissions for low and very low-income students
3. Expand postsecondary educational opportunities by informing students of the benefits of, and the requirements for, higher education, for low and very low-income students.

Section C – Program Description

The Applicant will fully describe the program, including operations, history, goals and objectives, with supporting material if necessary.

- For this section, Applicants shall be awarded points based on how well would the grant funds:
 - Enhance or develop the existing program or develop the projected program (10 points).
 - a. Inform students of the benefits of, and the requirements for, higher education, or
b. Prepare students for college entrance, or
c. Provide academic enrichment and/or mentoring.
(Total 10 points).
 - Applicants that provide multiple Program services shall be eligible for additional points (10 points)
 - Provide academic assistance services to low income students. Criteria may include the number of hours of service provided per student. (10 points).
 - Provide academic assistance services to very low income students. Criteria may include the number of hours of service provided per student. (10 points).
 - Provide academic assistance services in geographic areas that are not currently being served by similar programs. (10 points).
 - Provide services to Qualified Schools, taking into consideration whether schools being served are located in a Low Income Area, or Very Low Income Area, and whether, where applicable, the percentage of pupils who graduate from the school are eligible for admission to the California State University or the University of California is below the statewide average according to the most recent information from the California Postsecondary Education Commission. (10 points)
 - The Applicant will receive additional points to the extent the Applicant has committed its own funds, or funds obtained from other sources, to the program. Criteria will include, but are not limited to, the level and scope of services given the College's size. (10 points)
 - The Applicant will receive additional points to the extent of the Applicant's commitment to providing need-based financial assistance to

its students. Criteria will include the level and scope of assistance given the College's size. (10 points)

- The Applicant will receive points based on how well the Program's goals and objectives are stated (10 points).

Section D – Project Readiness and Feasibility

➤ Applicants shall be awarded points based on demonstration of program readiness and feasibility for **new programs**:

- Timeline of program development, including expected program starting date (i.e. date services to students will begin). (Required, but no points awarded)
- Budget projections for five years and budget assumptions. Feasibility study, if available. (Required, but no points awarded)
- Demonstration that the Private College can financially support the program for a minimum of five years, commencing with the fiscal year during which the grant is funded. (10 points)
- Demonstration that the program is ready to be implemented. (10 points)
- Demonstration that the program is well structured. Criteria may include 1) the adequacy of staffing for the type of program and the projected number of students, 2) the experience of Program staff and management, 3) how well the College identifies needs of the students to be served and monitors their progress. (20 points)
- Demonstration that the Private College has experience in administering a similar program (20 points). Up to 20 points may be awarded if Applicant can demonstrate they have had success in administering similar programs or have hired personnel that have been involved in successful programs administered at other colleges.

➤ Demonstration of ongoing feasibility for **existing programs**:

- Program starting date (i.e. date services to students began) (Required, but no points to be awarded).
- Demonstration that the program identifies student needs and how student progress is monitored. (30 points).

- Demonstration that the program has a demonstrated record of success. Criteria may include improvement of student SAT scores, high school graduation rates, or college acceptance rates in the Qualified Schools it serves (30 points).
- If funding sources other than the CEFA Outreach Grant are required to fund the program, Applicant shall provide approval or commitment letter from the other funding sources, confirming that the funding is secured and available in accordance with the program timeline and budget **(20 points will be deducted if documentation is not provided)**.

Section E – Sources and Uses of Funds

The applicant's available sources of funds and proposed uses of funds will be detailed in this section. No points are awarded for this section. Information is used to evaluate commitment of college and other sources of program funds.

- Applicants must detail all sources of funds needed for the next five years, including, internal assets or other funding sources. If program is or will be supported by other than an internal funding source. Please provide commitment letters for the support of the program.
- Applicants must detail how the funds will be used within the program.

Section F – Financial Capacity

In this section, the Authority staff will evaluate the applicant's financial stability. No points are awarded for this section, but an application may be rejected based on a lack of stability. Criteria may include profitability and strength of balance sheet.

Allocation Process

Initial Allocation

Staff will conduct a review of the application and will notify the applicant in writing of the recommendation.

Appeals

- (a) Availability. An Applicant may file an appeal of the initial allocation. The grounds for any such appeal shall be limited to applicant eligibility or the proposed expense of the project. No applicant may appeal the Authority staff evaluation of another applicant's application.
- (b) Timing. The appeal shall be submitted in writing and must be received by the Authority not later than ten (10) calendar days following the transmittal date of the notification of initial allocation of each funding round.
- (c) Review. The Authority staff shall review the written appeal based upon the existing documentation submitted by the Applicant when the Application Form was filed and any other information the Authority staff requests of the Applicant. The Authority staff shall make a finding as to the merit of the appeal and shall notify the Applicant as to the decision no later than ten (10) calendar days after the receipt of an appeal. In the event that the Authority staff does not approve an appeal, the Applicant may further appeal to the Authority. Applicant shall notify the Executive Director in writing no later than ten (10) calendar days prior to the next scheduled Authority meeting that the applicant shall further appeal to the Authority. Any such appeal must be presented by the Applicant, in person, at the same meeting of the Authority where the Initial Allocations are considered for approval as Grants. Any decision made by the Authority shall be final.

Final Allocation

When initial allocations have been finally determined, taking into account any appeals, if applicable, staff will recommend to the Authority the initial allocations for consideration and approval as final allocations at a regularly scheduled Authority meeting closest to sixty days from receipt of the original application. Final allocations approved by the Authority will be awarded as grants to recipients.

Release of Grant Funds

No grant funds will be released until the following information has been provided to the satisfaction of staff:

1. Verification of all other funds, if needed, are in place to operate the program.
2. An executed Grant Agreement
3. Authority staff is satisfied program is ready to be implemented or use of funds for existing programs has been clearly outlined.

NOTE: Documentation provided for the release of grant funds shall clearly show that the grant award does not exceed the cost of the program.

Completion of Grant Funded Project

The CEFA grant recipient shall certify to the Authority when all CEFA grant funds have been expended and provide supporting documentation.

1. Show how funds were expended in each fiscal year that grant funds were disbursed, including a statement of sources and uses of funds for the Program.
2. A final report on the status of the Program will be required at the end of the fiscal year following the final year that grant funds were expended.

If the recipient fails to expend grant funds as approved in thirty-six (36) months of Final Allocation, the Authority may require remedies, including forfeit and return of the Grant to the Authority. On a case-by-case basis, the Authority or the Authority staff may extend the project completion date for extraordinary or unavoidable delays where the grantee can demonstrate that it occurred through no fault of its own.

Documentation provided to establish the completion of a program should clearly show that the grant award did not exceed the cost of the program.

Recovery of Funds for Non-Performance

If the Authority determines that grants were not used as approved, the Authority may require remedies, including a return of all grant funds.

Unused/Remaining Grant Funds

Any grant funds which have been allocated, but are returned for any reason, will be allocated to the Applicant with the highest scoring evaluation among those Applicants not previously receiving a grant allocation.

In the event there are any remaining funds after the Authority's approval of Final Allocations of all eligible Private Colleges or by the date June 30, xxxx, whichever is later, the Authority may, in its sole discretion, may award grants of those remaining funds to Applicants in a manner that is consistent with the purpose and spirit of the Act and this Chapter.

Audits

The Bureau of State Audits or Authority staff may conduct periodic audits to ensure Grantees are using Grants consistently as approved. Recipients shall retain all program and financial data necessary to substantiate the purposes for which the Grant funds were spent for a period of three years or until June 30, 20XX, whichever is later after the certification of completion of the project has been submitted.

Internet and E-Mail Communications

Additional copies of this application can be obtained at the following website:
www.treasurer.ca.gov. Continue to check our website for future program updates.

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Grant Application Submission

Submission Directions

In the order listed, applicants shall place the following information in a binder and submit one original and one copy of the entire application.

Submit to: California Educational Facilities Authority
915 Capitol Mall, Suite 590
Sacramento, CA 95814

TAB 1: Grant Program Application Form

Applicants must submit the following:

- ✓ Completed pages 1-8 of the application
- ✓ Include the last three years of audited financial statements.
- ✓ Any third-party data or other information requested in the appropriate application sections.

TAB 2: Agency Finances

Applicant shall provide the most recent audited financial statement.

TAB 3: Organizational Information

- ✓ Latest accreditation notification from the Western Association of Schools & Colleges ("WASC") or the Committee of Bar Examiners of the State Bar or the American Bar Association ("Bar Examiners").
- ✓ A copy of the applicant's 501(c)(3) determination letter from the Internal Revenue Service and either the tax-exemption letter or the Letter of Good Standing from the Franchise Tax Board.
- ✓ A copy of the applicants Articles of Incorporation and Bylaws.

TAB 4: Legal Information

Applicants shall review and respond to the questions in Attachment A and disclose all relevant information in Attachment B. Both attachments must be included under Tab 4.

TAB 5: Certifications

The Agreement and Certification (Attachment C of application) must be executed by the Chief Executive Officer, Chief Financial Officer or other authorized officer of the applicant and included under Tab 5.

II. Definitions

(a) “Academic Assistance” means academic assistance and services to inform pupils of the benefits of, and the requirements for, higher education. There services include assisting students in making educational plans, selecting appropriate courses, developing career plans, meeting academic requirements, and planning for graduation and further education

(b) “Academic Enrichment” means any of the following services to provide exposure to the skills and experiences that build a foundation to support the transition of a college-bound student to the college learning experience: assistance in reading, study skills, or other academic areas, cultural enrichment programs (such as going to museums and lectures), college campus visits, on-campus summer programs focusing on coursework, test-preparation programs, and workshops on college life.

(c) “Act” means Article 9 (Commencing with Section 94215) of Chapter 2 of Part 59 of Division 10 of the Education Code.

(d) “Actual Expenditures for Program in Most Recent Year” means the total direct and indirect costs of the Program that were paid by the Applicant in the most recent fiscal-year.

(e) “Administrative Costs” means actual costs incurred by the Authority and other state agencies as permitted by law for administering the CEFA Academic Assistance Grant Program.

(f) “Allocation” means the amount of funds awarded to an Applicant by the Authority.

(g) “Applicant” means either one of the following:

(1) An individual Private College that submits to the Authority an application for a grant award.

(2) Two or more Private Colleges that have entered into an intercollege agreement for the purposes of the Act to offer programs that include Academic Assistance, Enrichment Program, Mentoring Program, or Guidance In College Admission and that submit to the Authority an application for a grant award.

(h) “Application Form” means the request by an Applicant to the Authority for a Grant under the CEFA Academic Assistance Grant Program which includes pages 1-__, Attachments A-____ and all materials submitted with Form #_____.

- (i) “Authority” or “CEFA” means the California Educational Facilities Authority.
- (j) “CEFA Academic Assistance Grant Program” means the program administered by the Authority to make grants pursuant to the Act.
- (k) “College entrance preparation” means assistance with college entrance examinations.
- (l) “Comprehensive School” [is a ‘Comprehensive High School’, as defined in California Code of Regulations, Title 2, Section 1859.2] means a high school that serves grades 7-12 or 9-12 that offers a variety of curricula, including common courses that emphasize academic achievement and traditional subjects that all students are required to take.
- (m) “Executive Director” means the Executive Director of the California Educational Facilities Authority.
- (n) “Going Concern Qualification” means an assumption by an auditor that the carrying value of an entity’s assets will be realized and its liabilities will be liquidated in the ordinary course of continuing business activity.
- (o) “Grant” means a grant awarded pursuant to the CEFA Academic Assistance Grant Program.
- (p) “Grantee” means an Applicant that has received Grant approval by the Authority.
- (q) “Grant Agreement” means a written agreement for a Grant entered into between a Grantee and the Authority.
- (r) “Guidance In College Admissions” means workshops or individualized assistance to help participants complete college entrance and financial aid applications.
- (s) “Low income area” means an enrollment area for a high school with 30% or greater enrollment in the free or reduced fee program, as determined by the California State Department of Education.
- (t) “Low income student” means a student who is eligible under the reduced fee meal program, as determined by the California State Department of Education.
- (u) “Matching Amount” means the amount equal to the grant Allocation that the Applicant has proposed expending on the Program from its own funds.
- (v) “Maximum Grant” means \$250,000 per Applicant.

(w) “Mentoring Program” means any program that provides guidance and support to students in academics, preparation for college or transition from high school to college life.

(x) “Most Recent Audited Financial Statement” means a financial statement audited by an independent accounting firm for the most recent fiscal year-end prior to the Application Form submission date.

(y) “Private College” has the same meaning as in subdivision (i) of section 94110 of the Education Code.

(z) “Program” means a program that provides academic assistance and services to pupils attending a qualified school for the purposes specified in Section 94215.3 of the Education Code, that prepares the pupils for college entrance, that advances the academic standing of these pupils, or any combination thereof by providing Academic Assistance, Enrichment, Mentoring, Guidance In College Admissions or College Entrance Preparation.

(aa) “Program Funding Period” means a defined beginning and end date to be approved by the Authority for implementation of the Program by which time all program funds must be expended.

(bb) “Proposed Allocation” means the proposed amount of funds to be awarded an Applicant in a Funding Round based on score and rank.

(cc) “Qualified School” has the same meaning as in Section 94215.9 of the Education Code.

(dd) “Total Grant Funds” means \$2 million less Administration Costs.

(ee) “Very low income area” means an enrollment area for a high school with 70% or greater enrollment in the free or reduced fee program, as determined by the California State Department of Education.

(ff) “Very low income student” means a student who is eligible under the free meal program, as determined by the California State Department of Education.

NOTE: Authority Cited: Section 94216.9 of the Education Code. Reference: Section 94215.3 of the Education Code.